

# PHA Plans

Annual Plan for Fiscal Year 2003

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## **PHA Plan Agency Identification**

**PHA Name:** Housing Authority of the County of Mariposa

**PHA Number:** CA-127

**PHA Fiscal Year Beginning:** 07/2002

### **Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

### **Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☒ Main administrative office of the local government
- ☒ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☒ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

## Annual PHA Plan PHA Fiscal Year 2003<sup>[24 CFR Part 903.7]</sup>

### **i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

#### **Streamlined Plan:**

- ☐ **High Performing PHA**
- X **Small Agency (<250 Public Housing Units)**
- X **Administering Section 8 Only**

☐ **Troubled Agency Plan**

### **ii. Executive Summary of the Annual PHA Plan**

<sup>[24 CFR Part 903.7 9 (r)]</sup>

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

#### **1. Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

**Changes in Chapter 2** to bring policy in compliance with Screening and Eviction Final Rule. Further clarification on policy on denial and terminations for drugs and violent criminal activity.

**Changes in Chapter 4** Additional option given to client to remain on wait list.

**Changes in Chapter 5** Changes time for client response to provide documents from 10 days to 14 days to make all required responses from clients for provision of information consistent.

**Changes in Chapter 6** Policy clarified regarding members of subsidized households who are children in shared custody situations.

**Changes in Chapter 7** "Letter of referral from APS social worker" added to give elderly at risk applicants a preference on the wait list.

**Changes in Chapter 8** Language clarified to assist disabled clients utilize their Voucher.

**Changes in Chapter 10** Policy change on Page 10-10 limiting age of manufactured home for rental subsidy. No more than 30 years old.

**Changes in Chapter 15** Changes coordinated with those in Chapter 2.

**Changes in Chapter 17** Most of the chapter deleted in compliance with program changes. There is no longer a provision for owner claims.

**Chapter 22 Added** For implementation of Homeownership Option

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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#### **Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments: ***We are a small Section 8, rural PHA. There are no high poverty areas, and no metropolitan areas in the County. None of the following apply.***

- ☐ Admissions Policy for Deconcentration
- ☐ FY 2000 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☐ FY 2000 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- #1 Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- #2 Other Homeownership Plan/Chapter 22 of Administrative Plan

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
DNA	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
DNA	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
DNA	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<b><i>Included In plan We have no high poverty areas within our jurisdiction</i></b>	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
DNA	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
DNA	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies	Annual Plan: Rent

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<b>X</b> check here if included in Section 8 Administrative Plan	Determination
DNA	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
DNA	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <b>X</b> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
DNA	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
DNA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
DNA	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
DNA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
DNA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
DNA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
DNA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <b>X</b> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
DNA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
DNA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
DNA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit

**Table Library**

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
DNA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Listing of Members of RAB and input from RAB	Included in plan template

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

*The Housing Authority of the County of Mariposa is a small rural Section 8 only H.A. It is a part of County Government . There are no incorporated towns or cities in this jurisdiction. The General Plan for Mariposa County, including the Housing Element is currently being re written. There is also an affordable housing survey being conducted by the Community Action Agency. When that is completed, this agency will have a better understanding of the Housing needs in the community. Next year's plan will include data from that study.*

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI							
Income >30% but <=50% of AMI							
Income >50% but <80% of AMI							
Elderly							
Families with Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

#### DNA

- ☐ Consolidated Plan of the Jurisdiction/s  
Indicate year:
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- ☐ Other sources: (list and indicate year of information)

### B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	75		
Extremely low income <=30% AMI	42	56%	
Very low income (>30% but <=50% AMI)	33	44%	
Low income (>50% but <80% AMI)	0	0	
Families with children	47	62%	
Elderly families	9	12%	
Families with	15	20%	



Housing Needs of Families on the Waiting List			
Disabilities			
Race/ethnicity	White/Non-Hisp. 65	87%	
Race/ethnicity	A.I./Non-Hisp. 1	.01%	
Race/ethnicity	Black/Non-Hisp. 2	.03%	
Race/ethnicity	White/Hisp. 6	.08%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	DNA		
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? XNo <input type="checkbox"/> Yes <input type="checkbox"/> If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☐ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- X **We will address needs when we determine what they are with the survey presently being conducted.**

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- X Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- X Employ admissions preferences aimed at families who are working
- X Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- X Affirmatively market to races/ethnicities shown to have disproportionate housing needs, *Outreach to Native American Community through the Indian Council*
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- X Funding constraints
- X Staffing constraints

- ☐ Limited availability of sites for assisted housing
- X Extent to which particular housing needs are met by other organizations in the community. **There are four USDA Rural Development complexes in community.**
- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

**DNA**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 02-03 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	703,086	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	703,086	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☐ Criminal or Drug-related activity
- ☐ Rental history
- ☐ Housekeeping
- ☐ Other (describe)

- c. ☐ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

- b. Where may interested persons apply for admission to public housing?

- ☐ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One  
☐ Two  
☐ Three or More

b. ☐ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

#### **(4) Admissions Preferences**

a. Income targeting:

☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☐ Emergencies  
☐ Overhoused  
☐ Underhoused  
☐ Medical justification  
☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)  
☐ Resident choice: (state circumstances below)  
☐ Other: (list below)

c. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☐ Victims of domestic violence  
☐ Substandard housing  
☐ Homelessness  
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
 Victims of domestic violence  
 Substandard housing  
 Homelessness  
 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements



**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☐ The PHA-resident lease
- ☐ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☐ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

**(6) Deconcentration and Income Mixing**

a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists  
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- X Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b. ☐ Yes X No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes X No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug-related activity
- X Other: **Names and Addresses of previous Landlords, positive information about clients.**

## **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

X      None  
☐      Federal public housing  
☐      Federal moderate rehabilitation  
☐      Federal project-based certificate program  
☐      Other federal or local program (list below)

- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

X      PHA main administrative office  
☐      Other (list below)

## **(3) Search Time**

- a. X Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:      **With a family contact list filled out a 30 day extension is given, at the end of 60 days. When another family contact list is filled out, another 30 day extension may be given at the end of another 30 days. Additional 30 days is given as a reasonable accommodation upon request for disabled households with documentation that they have not been able to search due to disability.**

## **(4) Admissions Preferences**

- a. Income targeting

☐ Yes X No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. X Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- X Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- X Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- X Residents who live and/or work in your jurisdiction
- X Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- X Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- X Other preference(s) (list below) **Referrals from Mountain Crisis, and Family Services unit of Social Services Agency.**

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

- X Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- 2 Residents who live and/or **work in your jurisdiction**
- 2 Those enrolled currently in educational, training, or upward mobility programs
- Welfare to Work
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- 1 Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes

☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

X Date and time of application

☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or **work in the jurisdiction**” (select one)

X This preference has previously been reviewed and approved by HUD

☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

☐ The PHA applies preferences within income tiers

X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

X The Section 8 Administrative Plan

X Briefing sessions and written materials

☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

X Through published notices

☐ Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of

adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☐ \$26-\$50

2. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member  
☐ For increases in earned income  
☐ Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- ☐ For household heads  
☐ For other family members  
☐ For transportation expenses

- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The “rental value” of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase

- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- ☐ Other (list below)

g. ☐ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- X Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)



c. If the payment standard is higher than FMR, why has the PHA chosen this level?  
(select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
- ☐ \$1-\$25
- ☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☒ A brief description of the management structure and organization of the PHA follows: **The Mariposa County Board of Supervisors sits as the Board of Commissioners of the Housing Authority. The Executive Director is also the Director of Human Services. Staff consists of one Contract Administrator**

**and one Housing Specialist. Reception and direction of phone calls is provided by the Human Services Agency.**

### **B. HUD Programs Under PHA Management**

?? List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning 7/1/02</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers	166	44
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

### **C. Management and Maintenance Policies**

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: Section 8 Administrative Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office  
☐ PHA development management offices  
☐ Other (list below)

#### **B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office  
☐ Other (list below)

### **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

#### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

#### **(2) Optional 5-Year Action Plan**

### **Table Library**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☐ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- ☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name
- or-
- ☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☐ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
  2. Development (project) number:
  3. Status of grant: (select the statement that best describes the current status)
    - ☐ Revitalization Plan under development
    - ☐ Revitalization Plan submitted, pending approval
    - ☐ Revitalization Plan approved
    - ☐ Activities pursuant to an approved Revitalization Plan underway
- ☐ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:
- ☐ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- ☐ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☐ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

**2. Activity Description**

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No:	Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units

☐ Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:



(DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1. X Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

### 2. Program Description:

#### a. Size of Program

- X Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- X 25 or fewer participants  
☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

#### b. PHA-established eligibility criteria

- X Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below: For this year, it will be for Elderly clients and Disabled clients, only.

- A) be a first-time homeowner or have a member of the household who is a person with disabilities; B) with the exception of elderly and disabled households, meet a minimum income requirement without counting income from “welfare assistance” sources; C) with the exception of elderly and disabled households, meet the requisite employment criteria; D) have completed one year in the Section 8 Housing Choice Voucher program; E) have fully repaid any outstanding debt owed to the the HACM or any other Housing Authority; F) have not defaulted on a mortgage securing debt to purchase a home under any Section 8 Homeownership option; and G) not have any member who has a present

ownership interest in a residence at the commencement of Homeownership assistance.

**B) New Chapter to Administrative Plan, is Homeownership Plan  
See at Attachment #2**

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

**X** Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? **04/15/00**  
**We are both part of the Human Services Agency for the County of Mariposa. No actual agreement was signed. However, it was effective on the above date with adoption of the five-year and annual plan.**

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- X** Client referrals
- X** Information sharing regarding mutual clients (for rent determinations and otherwise)
- X** Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families

- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Welfare to Work	As Needed	W/L	PHA Main Office	W/L Preference
Section 8 Homeownership	3% of Allocated Units (5)	W/L	PHA Main Office	Section 8 Part.

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- X Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- X Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- X Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

### D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

## 13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

### A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

#### **D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

#### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

#### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

#### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. X Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. X Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes X No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? \_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

#### **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable

- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)

3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.X Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

X Attached at Attachment (File name) **1.**

☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

X Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:

☐ Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1.X Yes ☐ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☐ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

☐ Candidates were nominated by resident and assisted family organizations

☐ Candidates could be nominated by any adult recipient of PHA assistance

☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot

☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

### C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: **State of California, Department of Housing Community Development.**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: ***The State Department of Housing Community Development (HCD) encourages the Housing Authority of the County of Mariposa to submit, suggestions, improvements and additional objectives for consideration in State Consolidated updates.***

### D. Other Information Required by HUD



Use this section to provide any additional information requested by HUD.

## Attachments #1

### Required Attachment 1 Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Wyona Marshall  
Delores Brogden  
Wilma Velliotes  
Deana Silva Guglielmetti  
Cynthia Olson – No response

#### Wyonna Marshall

**Input:** I understand that you give a list of Landlords to Voucher Holders when they receive a Voucher so that they can review them all through. I feel that when you choose a family to give a Voucher, you should somehow in some way make sure there will be a unit open for that Voucher holder.

**Response:** You have a good point in what you are suggesting. However, since this is the Housing Choice Voucher Program and the tenant does select his own unit, we would be denying clients the opportunity of looking and finding their own units if we were to issue Vouchers only when we are aware of available units. More than half the new participants on the Section 8 Program in the last three years have gone under subsidy in units that we were not aware were available.

**Input:** On page 15, under **Reasonable Accommodation Policy**, it states that Rehabilitated former drug users and alcoholics are covered under the ADA. I do not feel that a rehabilitated Drug User or Alcoholic should be covered under the ADA. I feel that any kind of rehabilitated person wishes to be treated the same as any other person and we do not have a disability after rehabilitation.

**Response:** Thank you for your input. I personally agree with you. However, this Housing Authority did not write the American Disabilities Act. This statement in the plan is simply a statement of fact in accordance with current law. It is meant to give the rehabilitated person every consideration in the application and service process.

#### Delores Brogden

**Question:** What does bonus indicator mean?

**Answer:** This refers to HUD's assessment of how well we enable clients to move out of "high poverty" census tracts. According to the U.S. census and the California Employment Development Department, we do not have any "high poverty" census tracts in our County. Therefore we are not scored by HUD on this indicator. However, we do have a high percentage of our new Voucher recipients who move out of County each year for work and or schooling in other places.

**Question:** Page 2-2 second paragraph from the bottom of the page. Explain.

**From the Plan:** The head of household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law. Emancipated minors *who qualify* under State law will be recognized as head of household.

As I recall from the meeting, you had a question about the last sentence.

**Answer:** The entire paragraph must be read together, without taking this sentence out of context. When an emancipated minor applies for assistance, s/he can be recognized as a head of household as would any adult.

**Question:** Page 3-7 **Requirement to Attend Interview.** 3<sup>rd</sup> paragraph, all required to attend --- no, exceptions?

**Answer:** Yes, all must attend. There are no exceptions. Reasonable accommodation is addressed in the 5<sup>th</sup> paragraph.

**Question:** Page 3-5 Time of Selection: 1<sup>st</sup> paragraph, also disabled?

**Answer:** Yes, also disabled. Disability in and of itself does not constitute a preference.

**Question:** Page 3-8 Merger of Certificates and Vouchers, explain

**Answer:** Prior to October 1999, the Section 8 program had two slightly different forms of assistance, one was called Certificates the other Vouchers. They were both merged into one program called the Housing Choice Voucher Program. This was done by Congress and applies to the Section tenant based program nationwide.

**Question:** Page 4-2 Other Housing Assistance, explain Federal State or Local Housing Subsidy.

**Answer:** In Mariposa County the only other forms of housing subsidy that exist at this time, is the subsidy that comes with the Rural Development complexes in the community and the State of California, once a year renters rebate (or subsidy). In some other areas of the Nation and State there are other programs available.

**Question:** Page 6-14 Assets disposed . . . 1<sup>st</sup> paragraph, explain.

**Answer:** Assets disposed of in the two years previous will be viewed the same as if they were still held by the participant. If they were disposed of for less than market value, they are valued by the program in accordance with policies stated in the subsequent three paragraphs.

**Question:** Page 6-16 Medical Deductions 4<sup>th</sup> paragraph.

When a car is needed for medical appointments, why are repairs not a deduction?

**Answer:** Car repairs are not an IRS or HUD allowable deduction.

**Question:** Page 8-7 Extensions

When the house located by the Voucher holder does not pass, and the owner will not bring it up to Housing Quality Standards, does the 120 days start all over again?

**Answer:** No it does not. However, during the time between the time the date on the Request for Tenancy Approval indicates that the unit is available for inspection, and the time the Housing Authority actually inspects, the clock is stopped on the 120 days. So there is some leeway, to the 120 days. There is also an extra 30 days option, over the 120 days, for disabled clients, as a reasonable accommodation if they were unable to search during all of the 120 days.

**Question:** Page 11-5 Rent to Owner Increases: How often can an owner raise the rent?

**Answer:** After the initial term of the lease, the owner may increase the rent annually. In addition, the owner may offer the tenant a new lease with new provisions, including a rent increase, at any time. He must give the tenant at least a 60 days notice of the increase in the rent, however. 1

**Question:** Page 13-2 Restrictions on Moves, How many days allotted for monies owed to be paid back.

**Answer:** Repayment schedule on debts is found on pages 18-2 and 18-3 of the Plan. Participants must repay in full before they can move under subsidy.

**From the Plan:** Pages 19-3 and 19-9, Extenuating Circumstance Regarding Denials/Terminations Due to Missed Appointments, definition of *Good Cause*.

**Input:** **Add Death, Family Funeral.**

**Answer:** The definition of *Good Cause*, in the plan, is an unavoidable conflict that seriously affects the health, safety or welfare of the family. Death and family funeral is included in that definition.

**Wilma Velliotes**

**Input:** I read and understood the administrative plan. I didn't have any questions or input. I did find the meeting informative, it gave me more insight as to how people think about HUD. For the time I needed assistance everyone has been very fair and helpful.

**Answer:** Thank you for your input and for serving on the Board.

**Deanna Guglielmetti**

**Chapter 9 page 9-2, Disapproval of Request for Tenancy Approval.** Your input addressed repairs needed. This particular section refers to the Request for Tenancy Approval, itself. It would apply to rental amount, and or furnishing of utilities. Your point is very well taken that in circumstances where the owner needs more than 30 days to accomplish repairs, the housing authority needs to work with him as long as he is making progress and the client's Voucher has not expired. We do that whenever possible. However, in the case of the owner needing to adjust the rent, or who furnished the utilities, they must give an answer and submit an approval request for tenancy approval within 30 days so that the client's voucher does not expire while the owner is making up his mind.

**Chapter 9 Section H**

**From the Plan:** The HACM will inform owners that it is the responsibility of the landlord to determine the suitability of prospective tenant. Owners will be encouraged to screen applicants for rent payment history, payment of utility bills, eviction history, respecting the rights of other residents, damage to units, drug-related criminal activity or other criminal activity that is a threat to the health, safety, or property of others, and compliance with other essential conditions of tenancy.

**Your Input:**

Info to owners Drug History – Housing Authority can tell prospective landlord, should be up to tenant to tell them. Recovery, etc.?

**Response:**

No we do not tell owners of the above items, we do tell the owners that it is their responsibility to screen for those things. We tell all owners that they should do that for all tenants.

**Chapter 10 Section D**

**From the Plan:** Upon notification by the landlord that the unit has been damaged above normal wear and tear resulting in HQS violations by the family, a move out inspection will be conducted after the move out of the participant. Upon determination by the HACM that the unit has been damaged above normal wear and tear resulting in family HQS violations, the HACM will take prompt and vigorous action to terminate the participant. Whether the participant has leased up again in another unit and is receiving Section 8 subsidy will have bearing on the termination.

**Your Input:**

Same as above

## **ATTACHMENT II.**

### **SECTION 8 HOMEOWNERSHIP PROGRAM**

#### **INTRODUCTION**

*The Home Ownership Program enables low-income residents who would otherwise be unable to enter the home buying market to purchase a home. It transitions people from renting from others to owning their own home. This program is linked to self-sufficiency efforts in the Housing Unit, Cal Works Employment and Training, and other agencies. This is an inclusionary program in that it includes disabled and elderly as well as the working poor.*

**NOTE:** This plan is effective the first of the month following adoption by the Board of Commissioners of the Housing Authority. During the first fiscal year, Section 8 Homeownership will only be available to households whose head or spouse is elderly or

*to households that include a person with disabilities. These households have a regulatory exemption from the employment requirements.*

## **1. GENERAL PROVISIONS**

The Section 8 Homeownership Program of the Housing Authority of the County of Mariposa (HACM) permits eligible participants in the Section 8 Housing Choice Voucher program, including participants with portable vouchers, the option of purchasing a home with their Section 8 assistance rather than renting. The number of new participants in the Homeownership option is limited to three percent (3%) of the total Section 8 voucher program administered by the HACM in any fiscal year, provided that disabled families shall not be subject to the 3% limit.

Eligible applicants for the Section 8 Homeownership program must have completed a year of participation in the Section 8 Voucher Rental Program, may not owe the HACM or any other Housing Authority an outstanding debt, and must meet the eligibility criteria set forth herein. Section 8 Homeownership assistance may be used to purchase the following type of homes within the County of Mariposa: new or existing single-family, condominium, planned use developments, cooperatives, or manufactured homes. The HACM also will permit portability of Section 8 Homeownership assistance to another jurisdiction, provided the receiving jurisdiction operates a Section 8 Homeownership program for which the Section 8 Homeownership applicant qualifies.

## **2. FAMILY ELIGIBILITY REQUIREMENTS**

Participation in the Section 8 Homeownership program is voluntary. Each Section 8 Homeownership participant must meet the general requirements for admission to the Section 8 Housing Choice Voucher program as set forth in the HACM's Administrative Plan. The participant or applicant, Section 8 family also must be "eligible" to participate in the Homeownership program. The additional eligibility requirements for participation in the HACM's Section 8 Homeownership program include the following: (A) be a first-time homeowner or have a member of the household who is a person with disabilities; (B) with the exception of elderly and disabled households, meet a minimum income requirement without counting income from "welfare assistance" sources; (C) with the exception of elderly and disabled households, meet the requisite employment criteria; (D) have completed one year in the Section 8 Housing Choice Voucher program, (E) have fully repaid any outstanding debt owed to the HACM or any other Housing Authority; (F) have not defaulted on a mortgage securing debt to purchase a home under any Section 8 Homeownership option; and (G) not have any member who has a present ownership interest in a residence at the commencement of Homeownership assistance.

### **A. First-Time Homeowner**

Each Section 8 family, except families with a disabled member, must be a first-time homeowner. A "first-time homeowner" means that no member of the household has had an ownership interest in any residence during the three years preceding commencement of Homeownership assistance. However, a single parent or displaced homemaker who, while married, owned a home with a spouse (or resided in a home owned by a spouse) is considered a "first-time homeowner" for purposes of the Section 8 homeownership option; and the right to purchase title to a residence under a lease-purchase agreement is not considered an "ownership interest." A member of

a cooperative (as defined in § 982.4) also qualifies as a "first time homeowner".

**B. Minimum Income Requirement**

**(1) Amount of Income**

At the time the family begins receiving homeownership assistance, the head of household, spouse, and/or other adult household members who will own the home, must have a combined gross annual income at least equal to the Federal minimum hourly wage multiplied by 2000 hours.

**(2) Exclusion of Welfare Assistance Income**

With the exception of elderly and disabled families, eligible households must be off welfare cash aide for at least one year.

In the case of an elderly or disabled family, the HACM will consider income from all sources, including welfare assistance in evaluating whether the household meets the minimum requirements to purchase a home through the Section 8 Homeownership program.

**C. Employment History**

With the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at commencement of Homeownership assistance is employed full-time (an average of at least 30 hours per week) and has been so continuously employed for one year prior to execution of the sales agreement. The HACM will exempt families that include a person with disabilities from this requirement. The HACM will also consider short unavoidable interruptions in the continuous employment requirement.

The HACM will consider self-employment in a business with adequate documentation to support proof of meeting the minimum work requirement.

**D. Completion of Initial Lease Term of at Least 12 Months**

Applicants for and new participants in the Section 8 Housing Choice Voucher program shall be ineligible for participation in the Section 8 Homeownership program when they have completed (in full compliance) family obligations for a twelve-month period under a Housing Assistance Payment (HAP) contract. Nothing in this provision will preclude Section 8 participants who have completed (in full compliance) family obligations for a twelve-month period under a Housing Assistance Payment (HAP) contract in another jurisdiction from participating in the Section 8 Homeownership program.

**E. Repayment of Any Housing Authority Debts**

Participants in the Section 8 Housing Choice Voucher program shall be ineligible for participation in the Section 8 Homeownership program in the event any debt or portion of a debt remains owed to the HACM or any other Housing Authority.

**F. Prior Mortgage Defaults**

If a head of household, spouse, or other adult household member who will execute the contract of sale, mortgage and loan documents has previously defaulted on a mortgage obtained through the Section 8 Homeownership program, the family will be ineligible to participate in the Homeownership program.

#### G. Present Ownership Interest

No member who has a present ownership interest in any other residence may reside or have ownership interest in the Section 8 Homeownership subsidized residence at the commencement of approved assistance.

### **3. FAMILY PARTICIPATION REQUIREMENTS**

Once a family is determined to be eligible to participate in the program, it must comply with the following additional requirements: (A) complete a Homeownership counseling program approved by the HACM prior to commencement of Homeownership assistance; (B) within a specified time, locate the home it proposes to purchase; (C) submit a sales agreement containing specific components to the HACM for approval; (D) allow the HACM to inspect the proposed Homeownership dwelling to assure that the dwelling meets appropriate housing quality standards; (E) obtain an independent inspection covering major building systems; (F) obtain the HACM approval of the proposed mortgage (which must comply with generally accepted mortgage underwriting requirements); and (G) enter into a written agreement with the HACM to comply with all of its obligations under the Section 8 program, (H) execute documentation to secure the HACM lien on the subject property for recapture purposes, in accordance with HUD regulations.

#### A. Homeownership Counseling Program (24 CFR 982.620)

A family's participation in the Homeownership program is conditioned on the family attending and successfully completing a Homeownership and housing counseling program provided or approved by the HACM prior to commencement of Homeownership assistance. The Homeownership and counseling program will cover home maintenance; budgeting and money management; credit counseling; negotiating purchase price; securing mortgage financing; finding a home; fair housing practices and enforcement agencies; Real Estate Settlement Procedures Act (RESPA); and the advantages of purchasing and locating homes in areas that do not have a high concentration of low-income families.

The counseling agency providing the counseling program shall either be approved by HUD or the program shall be consistent with the Homeownership counseling provided under HUD's Housing Counseling program. The HACM will require families to participate in a HACM-approved Homeownership counseling program on a continuing basis, attending at least one class per year. Unless the family has procured a waiver, as a reasonable accommodation for a person with disabilities.

#### B. Locating and Purchasing a Home

##### (1) Locating A Home

Upon approval for the Section 8 Homeownership program, a family shall have one hundred eighty (180) days to locate a home to purchase. A home shall be considered located if the family submits a proposed sales agreement with the requisite components to the HACM. For good cause, the HACM may extend a Section 8 family's time to locate the home for additional thirty (30) day increments. During a Section 8 participant's search for a home to purchase, their Section 8 rental assistance shall continue pursuant to the Administrative Plan. If a Section 8 participant family is unable to locate a home within the time approved by the HACM, their Section 8 rental assistance through the Section 8 Housing Choice Voucher program may continue, as long as the family is eligible.

#### (2) Type of Home

A family approved for Section 8 Homeownership assistance may purchase the following types of home within the County of Mariposa: a new or existing home, a single-family home, a condominium, a home in a planned use development, a cooperative, or a manufactured home, that is no more than 5 years old, on a privately owned lot included in the sale or on a leased pad in a mobile home park. The home must be already existing or under construction at the time (under construction means the foundation is poured and all building permits have been obtained). The HACM determines the family eligible for Homeownership assistance [to purchase the unit (§ 982.628(a)(2).]. The family also may purchase a home in a jurisdiction other than the County of Mariposa, provided the Housing Authority in the receiving jurisdiction operates a Section 8 Homeownership program for which the applicant qualifies. A family's participation in the Section 8 Homeownership program will be subject to the Section 8 Homeownership program and policies of the receiving jurisdiction.

#### (3) Purchasing a Home

Once a home is located and a sales agreement approved by the HACM is signed by the family, the family shall have up to three (3) months, or such other time as is approved by the HACM, and as set forth in the sales agreement, to consummate the sale.

#### (4) Failure to Complete Purchase

If a Section 8 participant is unable to purchase the home within the maximum time permitted by the HACM, the HACM shall continue the family's participation in the Section 8 Housing Choice Voucher program, in accordance with the Section 8 eligibility criteria. The family may not re-apply for the Section 8 Homeownership program unless they have continued with the agreed upon housing counseling program. (following the initial determination of family eligibility for the Homeownership option).

#### (5) Lease-Purchase

Families may enter into lease-purchase agreements while receiving Section 8 rental assistance. All requirements of the Housing Choice Voucher program apply to lease-purchase agreements, except that families are permitted to pay an extra amount out-of-pocket to the owner for purchase related expenses-- a "Homeownership premium." Any "Homeownership premium," defined as an



increment of value attributable to the value of the lease-purchase right or agreement, is excluded from the HACM's rent reasonableness determination and subsidy calculation, and must be absorbed by the family. When a lease-purchase participant family is ready to exercise their option, they must notify the Housing Specialist at the HACM and apply for the Homeownership option. If determined eligible for Homeownership assistance, the family may be admitted to the Homeownership program and must meet all the requirements of these policies.

#### C. Sales Agreement

Prior to execution of the offer to purchase or sales agreement, the family must provide the financing terms to the HACM for approval. The sales agreement must provide for inspection by the HACM and the independent inspection referred to in Section 3(E) and must state that the purchaser is not obligated to purchase unless such inspections are satisfactory to the HACM. The contract also must provide that the purchaser is not obligated to pay for any necessary repairs without approval by the HACM. The sales agreement must provide that the purchaser is not obligated to purchase if the mortgage financing terms are not approved by the HACM pursuant to Section 3(F). The sales agreement must also contain a seller certification that the seller is not debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24.

#### D. Initial Housing Quality Standards Inspection

To assure the home complies with the housing quality standards of the Section 8 program, Homeownership assistance payments may not commence until the HACM first inspects the home, and all other criteria are met.

#### E. Buyer's Independent Inspection

An independent inspection of the home covering major building systems also must be completed by an, International Conference of Building Officials (I.C.B.O.) certified inspector, selected by the family. The family is responsible for payment to the independent inspector for services. The completed independent inspection report must be provided to the HACM. The HACM may disapprove the unit due to information contained in the report or for failure to meet federal housing quality standards.

#### F. Financing Requirements

The proposed financing terms must be submitted to and approved by the HACM prior to close of escrow. The participant family must have at least 3% down payment with at least 1% coming from the family's personal resources. Certain types of financing, including but not limited to, balloon payment mortgages are prohibited and will not be approved by the HACM. Seller-financing mortgages will not be approved. If a mortgage is not FHA-insured, the HACM will require the lender to comply with generally accepted mortgage underwriting standards consistent with those of federally insured public and private lending institutions.

#### G. Compliance With Family Obligations

A family must agree, in writing, to comply with all family obligations under the Section 8 program and the HACM's Homeownership policies. These obligations include (1)

attending ongoing Homeownership counseling, one per year, unless exempted as a reasonable accommodation; (2) complying with the mortgage terms; (3) not selling or transferring the home to anyone other than a member of the assisted family who resides in the home while receiving Homeownership assistance; (4) not refinancing or adding debt secured by the home without prior approval by the HACM; (5) not obtaining a present ownership interest in another residence while receiving Homeownership assistance; and (6) supplying all required information to the HACM, including but not limited to annual verification of household income, notice of change in Homeownership expenses, notice of move-out, and notice of mortgage default. The HACM's Homeownership Family Obligation policies are set forth in Appendix A hereto.

#### H. The HACM Compliance Lien

Upon purchase of a home, the family must execute documentation as required by HUD and the HACM, consistent with State and local law, securing the HACM's right to recapture the Homeownership assistance in accordance with Section 5. C. Below. The lien securing the recapture of Homeownership subsidy may be subordinated to a refinanced mortgage.

[Note: Moving to another home in the same PHA jurisdiction, as well as buying another home in another PHA jurisdiction, is permitted with continued use of homeownership assistance. However, multiple ownerships at concurrent times are prohibited. See §§ 982.636 & 637.]

### **4. AMOUNT OF ASSISTANCE**

The amount of the monthly Homeownership assistance payment is based on the formula required by HUD, at present it is the following three factors: (A) the voucher payment standard for which the family is eligible; (B) the monthly Homeownership expense; and (C) the family's household income.

The HACM will provide the lender with notice of the amount of the housing assistance payment prior to close of escrow. If permitted by the lender, the HACM's contribution towards the family's homeowner expense will be paid directly to the lender. The family will be responsible to submit their share of the mortgage payment to the lender. The family's annual income will determine their portion of the mortgage payment.

#### A. Determining the Payment Standard

The voucher payment standard is the fixed amount established annually by the HACM based on the government published "fair market" rent for a unit of a particular size located within the HACM jurisdiction. In the Homeownership program, the initial payment standard will be the lower of either (1) the payment standard for which the family is eligible based on family size; or (2) the payment standard which is applicable to the size of the home the family decides to purchase. The payment standard for subsequent years will be based on the higher of: (1) the payment standard in effect at commencement of the Homeownership assistance; or (2) the payment standard in effect at the most recent regular examination of the family's income and size. The initial payment standard, for purposes of this comparison, shall not be adjusted even if there is a subsequent decrease in family size.

The HACM will request HUD approval, if needed, of a higher payment standard, up to 120% of the published Fair Market Rent limit, where warranted as a reasonable accommodation for a family that includes a person with disabilities.

#### B. Determining the Monthly Homeownership Expense

Monthly home ownership expense includes all of the following: principal and interest on the initial mortgage and any mortgage insurance premium (MIP) incurred to finance the purchase and any refinancing of such debt; real estate taxes and public assessments; homeowner's insurance; maintenance expenses per the HACM allowance; costs of major repairs and replacements after purchase per the HACM allowance (replacement reserves); utility allowance per the HACM's schedule of utility allowances; principal and interest on mortgage debt incurred to finance major repairs, replacements or improvements for the home including changes needed to make the home accessible; and homeowner association dues, fees or regular charges assessed, if any.

Home ownership expenses for a member of a cooperative may only include the HACM approved amounts for the cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home; principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt; home insurance; the allowances for maintenance expenses, major repairs and replacements and utilities; and principal and interest on debt incurred to finance major repairs, replacements, or improvements, including changes needed to make the home accessible.

#### C. Determining the Total Tenant Payment (TTP)

The TTP is that portion of the home ownership expense that the family must pay. It is the greater of 30% percent of the family's adjusted income, 10% of gross annual income, or the HACM minimum TTP. Combined family income (including welfare assistance) will be counted to determine the family's adjusted monthly income for purposes of determining the TTP amount. Some exclusions and deductions apply.

### **5. TERMINATION OF SECTION 8 HOMEOWNERSHIP ASSISTANCE**

#### A. Grounds for Termination of Homeownership Assistance

##### (1) Failure to Comply with Family Obligations Under the Section 8 Program or the HACM's Homeownership Policies

A family's Homeownership assistance may be terminated if the family fails to comply with its obligations under the Section 8 program, the HACM Homeownership policies, or if the family defaults on the mortgage. The family must attend and complete ongoing Homeownership and housing counseling classes. The family must comply with the terms of any mortgage incurred to purchase and/or refinance the home. The family must provide the HACM with a 30 day written notice of any sale or transfer of any interest in the home; any plan to move out of the home; the family's household income and home ownership expenses on an annual basis; any notice of mortgage default received by the family; and any other notices which may be required pursuant to the HACM

Homeownership policies. Except as otherwise provided in this Section, the family may not convey or transfer the home to any entity or person other than a member of the assisted family while receiving Homeownership assistance.

#### (2) Occupancy of Home

Homeownership assistance will only be provided while the family resides in the home. If the family moves out of the home, the HACM will not continue Homeownership assistance commencing on the month after the family moves out. Neither the family nor the lender is obligated to reimburse the HACM for Homeownership assistance paid for the month the family moves out.

#### (3) Changes in Income Eligibility

A family's Homeownership *assistance* may change at the annual recertification of the household income, but *participation* in the Section 8 Homeownership program shall continue until such time as the assistance payment amounts to \$0 for a period of six (6) consecutive months.

#### (4) Maximum Term of Homeownership Assistance

Notwithstanding the provisions of Section 5(A), subparagraphs 1 through 3, except for disabled and elderly families, a family may receive Section 8 Homeownership assistance for no longer than ten (10) years from the date of close of escrow unless the initial mortgage incurred to finance purchase of the home has a term that is twenty (20) years or longer, in which case the maximum term is fifteen (15) years. Families that qualify as elderly at the commencement of Homeownership assistance are not subject to a maximum term limitation. Families that qualify as disabled families at the commencement of Homeownership assistance or at any time during the provision of Homeownership assistance are not subject to a maximum term limitation. If a disabled family or elderly family ceases to qualify as disabled or elderly, the appropriate maximum term becomes applicable from the date Homeownership assistance commenced; provided, however, that such family shall be eligible for at least six (6) additional months of Homeownership assistance after the maximum term becomes applicable. The time limits apply to any member of the household who has an ownership interest in the unit during any allowable time that Homeownership payments may be made.

#### B. Procedure for Termination of Homeownership Assistance.

A participant in the Section 8 Homeownership program shall be entitled to the same termination notice and informal hearing procedures as set forth in the Administrative Plan of the HACM for the Section 8 Housing Choice Voucher program.

#### C. Recapture of Homeownership Assistance

In certain circumstances the Homeownership assistance provided to the family is subject to total or partial recapture upon the sale or refinancing of the home. If all sales proceeds are used by the family to purchase a new home they are not subject to recapture. Further, a family may refinance to take advantage of better terms without any recapture penalty, provided that no proceeds are realized ("cash-out"). Only

"cash-out" proceeds from refinancing and sales proceeds not used to purchase a new home less those amounts provided for in §982.640 are subject to recapture. Further, the amount of Homeownership assistance subject to recapture shall automatically be reduced in annual increments of 10% *beginning one year from the purchase date*. At the end of year ten (10) the amount of Homeownership assistance subject to recapture will be zero (\$0).

## **6. CONTINUED PARTICIPATION IN SECTION 8 HOUSING CHOICE VOUCHER PROGRAM.**

### **A. Default on FHA-Insured Mortgage.**

If the family defaults on an FHA-insured mortgage, the HACM may permit the family to move with continued Section 8 housing choice rental assistance if the family demonstrates that it has (a) conveyed title to the home to HUD or its designee, as required by HUD; and (b) moved from the home within the period established or approved by HUD.

### **B. Default on non-FHA-Insured Mortgage**

If the family defaults on a mortgage that is not FHA-insured, the HACM may permit the family to move with continued Section 8 Housing Choice Voucher rental assistance if the family demonstrates that it has (a) conveyed title to the home to the lender, to the HACM or to its designee, as may be permitted or required by the lender; and (b) moved from the home within the period established or approved by the lender and/or the HACM.

## **7. THE HACM ADMINISTRATIVE FEE**

For each month that Homeownership assistance is paid by the HACM on behalf of the family, the HACM shall be paid the ongoing administrative fee described in 24 C.F.R. §982.152(b).

## **8. WAIVER OR MODIFICATION OF HOMEOWNERSHIP POLICIES**

The Executive Director of the HACM shall have the discretion to waive or modify any provision of the Section 8 Homeownership program or policies not governed by statute or regulation for good cause or to comply with changes in HUD regulations or directives.

## APPENDIX A: SECTION 8 HOMEOWNERSHIP OBLIGATIONS

This form is to be signed by the home buyer(s) in the presence of the Housing Authority of the County of Mariposa's HACM staff. The HACM will explain any and all clauses which you, the home buyer(s), may not understand.

The following paragraphs describe your responsibilities under the Section 8 Homeownership Program. If you or members of your household do not meet these responsibilities, through your actions or your failure to act, you may be terminated from the Section 8 Homeownership Program.

1. **Family Obligations:** You must comply with all Family Obligations of the Section 8 Housing Choice Voucher Program, excepting only the prohibition against owning or having an interest in the unit. Family Obligations §§ 982.551(c),(d),(e),(f),(g) and (j) do not apply to the Section 8 Homeownership Program.
2. **Housing Counseling:** All participating family members (i.e. those who will sign the purchase offer and loan documents) must satisfactorily complete the HACM provided or approved counseling program prior to commencement of Homeownership assistance. The HACM requires any or all-participating family members to attend additional housing counseling classes as a condition of continued assistance. Only those exempted, as a reasonable accommodation will be excused.
3. **Purchase Contract:** You must include contract conditions in any Offer to Purchase that gives the HACM a reasonable time (a) to inspect the home for compliance with HUD's Housing Quality Standards; (b) to review and approve a professional home inspection report obtained by you from a HACM approved inspector; and (c) approve the terms of your proposed financing. Advise your Realtor of these requirements.
4. **Mortgage Obligations:** You must comply with the terms of any mortgage incurred in the purchase of the property and must notify the HACM within five (5) days of receipt of any late payment or default notice.
5. **Occupancy:** You must occupy the unit as your principal residence. You may not transfer, sell, or assign any interest in the property without the HACM's prior written consent. You must notify the HACM in writing at least 30 days prior to moving out of the house for a period of 30 days or longer or prior to any sale, transfer, or assignment or other form of alienation of the assisted property.
6. **Maintenance:** You must maintain the property in a decent, safe and sanitary manner. You must allow the HACM to inspect the property within one-week of a request by the HACM to conduct an inspection. You must correct any notice of deficiency issued by the HACM within the time limit specified in the notice. If you fail to adequately maintain the property, the HACM may divert the maintenance and replacement portions of the Homeownership Assistance Payment to an escrow account to be used to pay for reasonable and necessary maintenance expenses.
7. **Annual Re-examination:** You must annually provide the HACM with current information regarding family income and composition in a format required by the HACM.
8. **Refinancing:** You must notify the HACM in writing of any proposal to refinance the original purchase mortgage or of any proposal to encumber the property with secondary financing and obtain the HACM's written approval of such financing prior

to executing any loan documents.

9. **Default:** In the event of a default on your mortgage obligation, you must cooperate with the HACM and the lender to minimize any loss to the lender in order to maintain your eligibility to continue as a participant in the Section 8 Housing Choice Voucher Program.
10. **Recapture:** You must sign and have recorded a lien, in a form required by HUD, securing the HACM's right to recapture a percentage of Homeownership assistance provided to you upon your sale or refinancing of the home within a ten (10) year period after the purchase date. The amount of recapture shall be calculated in accordance with HUD regulations and shall be subject to automatic reduction in 10% increments annually beginning one year from the purchase date.

*By signing below, I attest that I have read and understood my obligations as a participant in the Section 8 Homeownership Program and I agree to abide by these responsibilities. I understand that the HACM may terminate my Homeownership assistance if I violate any of these obligations, but that I may request an informal review of any proposed notice of termination prior to it becoming effective.*

All adult owners must sign and date

_____	_____
_____	_____
_____	_____

Use this section to provide any additional attachments referenced in the Plans.

## PHA Plan Table Library

### Component 7 Capital Fund Program Annual Statement Parts I, II, and II

#### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

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Table Library

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

### Annual Statement

### Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA- Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost



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**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

**Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>